

• Indicates Required information ( ) Indicates Maximum Choice \*Indicates "Yes" By Default **LISTING #**

**ADDRESS**

• **County** \_\_\_\_\_ • **City** \_\_\_\_\_ • **ZIP Code** \_\_\_\_\_ + 4

• **Area** \_\_\_\_\_ • **Community/District** \_\_\_\_\_

• **Street # (HSN)** \_\_\_\_\_ **Modifier** \_\_\_\_\_ **Direction** \_\_\_\_\_ • **Street Name** \_\_\_\_\_

• **Suffix** \_\_\_\_\_ • **Post Direction** \_\_\_\_\_ • **Unit #** \_\_\_\_\_

**LISTING**

\$ \_\_\_\_\_

• **Listing Price** \_\_\_\_\_ • **Listing Date** \_\_\_\_\_ • **Expiration Date** \_\_\_\_\_ • **Tax ID#** \_\_\_\_\_ • **Preliminary Title Ordered** \_\_\_\_\_

• **Offers (1)**  
 Seller intends to review offers upon receipt  
 Seller to review offers on Offer Review Date (may review/accept sooner) \_\_\_\_\_

• **Offer Review Date** \_\_\_\_\_ **FIRPTA withholding required?** \_\_\_\_\_  
*(required if 2nd "Offers" option is selected)*

**LOCATION**

• **CO-OP** \_\_\_\_\_ • **Building/Complex Name** \_\_\_\_\_

• **MAP BOOK** \_\_\_\_\_ • **Map Page** \_\_\_\_\_ • **Top Map Coord.** \_\_\_\_\_ • **Side Map Coord.** \_\_\_\_\_

**PROPERTY INFORMATION**

• **Prohibit Blogging** \_\_\_\_\_ • **Allow Automated Valuation** \_\_\_\_\_ • **Show Map Link** \_\_\_\_\_ • **Internet Advertising** \_\_\_\_\_ • **Show Address to Public** \_\_\_\_\_

• **SOC (Selling Office Com.)** \_\_\_\_\_ • **Selling Office Commission Comments (40 characters maximum)** \_\_\_\_\_

• **Year Built** \_\_\_\_\_ • **Effective Year Built** \_\_\_\_\_ • **Effective Year Built Source** \_\_\_\_\_

• **ASF - Total (Square Feet)** \_\_\_\_\_ • **Lot Size (Square Feet)** \_\_\_\_\_ • **Lot Size Source** \_\_\_\_\_

• **Virtual Tour URL (Please include http://)** \_\_\_\_\_

**BROKER INFORMATION**

• **LAG** \_\_\_\_\_ **Broker Name and Phone** \_\_\_\_\_ **Listing Firm - ID#** \_\_\_\_\_ **Firm Name and Phone** \_\_\_\_\_  
Listing Broker ID#

• **Co Broker - ID#** \_\_\_\_\_ **Co Broker Name and Phone** \_\_\_\_\_ **Co Firm - ID#** \_\_\_\_\_ **Co Firm Name and Phone** \_\_\_\_\_

INITIALS: \_\_\_\_\_  
 Seller \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

**Listing Address:** \_\_\_\_\_ **LAG #** \_\_\_\_\_

**LISTING INFORMATION**

Manager's Name	Manager's Phone No.	Assoc. Contact Name	Assoc. Phone No.	Owner Occupancy %
<b>• Possession (3)</b> <input type="checkbox"/> Closing <input type="checkbox"/> Negotiable <input type="checkbox"/> See Remarks <input type="checkbox"/> Sub.Tenant's Rights	<b>• Showing Information (10)</b> <input type="checkbox"/> Appointment <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Day Sleeper <input type="checkbox"/> Gate Code Needed <input type="checkbox"/> MLS Keybox <input type="checkbox"/> Other Keybox <input type="checkbox"/> Owner-Call First	<input type="checkbox"/> Pet in House <input type="checkbox"/> Power Off <input type="checkbox"/> Renter-Call First <input type="checkbox"/> Security System <input type="checkbox"/> See Remarks <input type="checkbox"/> Vacant	<b>• Potential Terms (10)</b> <input type="checkbox"/> Assumable <input type="checkbox"/> Cash Out <input type="checkbox"/> Conventional <input type="checkbox"/> Farm Home Loan <input type="checkbox"/> FHA <input type="checkbox"/> Lease/Purchase <input type="checkbox"/> Owner Financing	<input type="checkbox"/> Rehab Loan <input type="checkbox"/> See Remarks <input type="checkbox"/> State Bond <input type="checkbox"/> VA
<b>• Tax Year</b> _____ <b>• Homeowner Dues Include (6)</b> <input type="checkbox"/> Cable TV <input type="checkbox"/> Central Hot Water <input type="checkbox"/> Common Area Maintenance <input type="checkbox"/> Concierge	\$ _____ <b>• Annual Taxes</b> <input type="checkbox"/> Earthquake Insurance <input type="checkbox"/> Garbage <input type="checkbox"/> Lawn Service <input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Security Services <input type="checkbox"/> See Remarks <input type="checkbox"/> Snow Removal <input type="checkbox"/> Water/Sewer	\$ _____ <b>• Senior Exemption</b> <b>• Monthly HO Dues</b>	Right of First Refusal \$ _____ <b>Monthly Rent</b> - if rented
<b>• Form 17</b>	Special Assessment	Spec. Assessment	Project Approved by FHA	

**SCHOOL & OWNER INFO.**

<b>• School District</b>	Elementary School	Junior High/Middle School	Senior High School
<b>• Owner Name</b>	Owner Name 2	<b>• Owner's Phone</b>	<b>• Occupant Type</b>
<b>• Phone to Show</b>	<b>• Owner's City and State</b>	Occupant's Name	<b>• 3rd Party App. Req. (2)</b> <input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Other - See Remarks
	<b>• Bank Owned/REO</b>	<b>• Auction</b>	

**SITE INFORMATION**

<b>View (6)</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> City <input type="checkbox"/> Golf Course <input type="checkbox"/> Jetty <input type="checkbox"/> Lake <input type="checkbox"/> Mountain	<input type="checkbox"/> Ocean <input type="checkbox"/> Partial <input type="checkbox"/> River <input type="checkbox"/> See Remarks <input type="checkbox"/> Sound <input type="checkbox"/> Strait <input type="checkbox"/> Territorial	<b>Lot Details (7)</b> <input type="checkbox"/> Alley <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Curbs <input type="checkbox"/> Dead End Street <input type="checkbox"/> High Voltage Line <input type="checkbox"/> Open Space	<input type="checkbox"/> Paved Street <input type="checkbox"/> Secluded <input type="checkbox"/> Sidewalk	<b>Waterfront (5)</b> <input type="checkbox"/> Bank-High <input type="checkbox"/> Bank-Low <input type="checkbox"/> Bank-Medium <input type="checkbox"/> Bay <input type="checkbox"/> Bulkhead <input type="checkbox"/> Canal <input type="checkbox"/> Creek <input type="checkbox"/> Jetty	<input type="checkbox"/> Lake <input type="checkbox"/> No Bank <input type="checkbox"/> Ocean <input type="checkbox"/> River <input type="checkbox"/> Saltwater <input type="checkbox"/> Sound <input type="checkbox"/> Strait		
<b>Common Property Features(14)</b> <input type="checkbox"/> Age Restriction <input type="checkbox"/> Athletic Court <input type="checkbox"/> Boat House <input type="checkbox"/> Cable TV <input type="checkbox"/> Club House <input type="checkbox"/> Disabled Access			<input type="checkbox"/> Elevator <input type="checkbox"/> Exercise Room <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Game/Rec Rm <input type="checkbox"/> Golf Course <input type="checkbox"/> High Speed Int Avail	<input type="checkbox"/> Hot Tub <input type="checkbox"/> Laundry Room <input type="checkbox"/> Lobby Entrance <input type="checkbox"/> Moorage <input type="checkbox"/> Outside Entry <input type="checkbox"/> Pool-Indoor	<input type="checkbox"/> Pool-Outdoor <input type="checkbox"/> RV Parking <input type="checkbox"/> Sauna <input type="checkbox"/> Security Gate <input type="checkbox"/> See Remarks <input type="checkbox"/> Trails	<b>• Parking Type (4)</b> <input type="checkbox"/> Carport <input type="checkbox"/> Common Garage <input type="checkbox"/> Individual Garage	<input type="checkbox"/> None <input type="checkbox"/> Off Street <input type="checkbox"/> Uncovered
No. of Assigned Parking Spaces	Parking Space Numbers	Floor No. of Unit	No. of Stories in Building	No. of Units in Building	No. of Units in Complex		

INITIALS: \_\_\_\_\_  
Seller \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_

Listing Address: \_\_\_\_\_

LAG # \_\_\_\_\_

**BUILDING INFORMATION**

**• Cats/Dogs (3)**

- Cats Only  See Remarks
- Dogs Only  Subject to Restrictions
- No Dogs or Cats
- No Restrictions

**• Exterior (4)**

- Brick  Metal/Vinyl  Wood
- Cement Planked  See Remarks  Wood Products
- Cement/Concrete  Stone
- Log  Stucco

**• Roof (3)**

- Built-up  Metal
- Cedar Shake  See Remarks
- Composition  Tile
- Flat  Torch Down
- Green (Living)

• Number of Access Stairs \_\_\_\_\_

• New Construction \_\_\_\_\_

New Construction State \_\_\_\_\_

Remodeled/Updated \_\_\_\_\_

• Square Footage Source \_\_\_\_\_

Architecture \_\_\_\_\_

• Style Code \_\_\_\_\_

Storage Location \_\_\_\_\_

Storage No. \_\_\_\_\_

Window Coverings \_\_\_\_\_

**GREEN BUILDING INFO**

**Green Certification (4)**

- Built Green™
- LEED™
- Northwest ENERGY STAR®
- Other - See Remarks

Built Green™ \_\_\_\_\_

LEED™ \_\_\_\_\_

Northwest ENERGY STAR® \_\_\_\_\_

**Construction Methods (2)**

- Advanced Wall  Steel & Concrete
- Double Wall  Strawbale
- Ins. Concrete Form (ICF)  Structural Ins. Panel (SIPs)
- Post & Beam  Tilt-up
- Standard Frame

EPS Energy Score (0-99,999kWh) \_\_\_\_\_

HERS Index Score (0-150) \_\_\_\_\_

**INTERIOR FEATURES**

**Leased Equipment**

**• Energy Source (6)**

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar (Unspecified)
- Solar Hot Water
- Solar PV
- Wood

**Water Heater Type**

**• Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Central A/C
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- High Efficiency (Unspecified)
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- None
- Other - See Remarks
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall
- Window Unit A/C

**Water Heater Location**

**Floor Covering (5)**

- Bamboo/Cork
- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- Laminate
- Other Renewable
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

**Unit Features (11)**

- Alarm System
- Balcony/Deck/Patio
- Central Vacuum
- Disabled Access
- End Unit
- French Doors
- Ground Floor
- Insulated Windows
- Jetted/Soaking Tub
- Master Bath
- Penthouse
- Skylights
- Top Floor
- Vaulted Ceilings
- Walk-in Closet
- Yard

**Appliance Hookups (6)**

- Cooking-Electric
- Cooking-Gas
- Dryer-Electric
- Dryer-Gas
- Ice-Maker
- Washer

**Appliances That Stay (10)**

- Dishwasher
- Double Oven
- Dryer
- Garbage Disposal
- Microwave
- Range/Oven
- Refrigerator
- See Remarks
- Trash Compactor
- Washer

Lower Fireplaces \_\_\_\_\_

Upper Fireplaces \_\_\_\_\_

Main Fireplaces \_\_\_\_\_

Type of Fireplace \_\_\_\_\_

**COMMUNITY INFO**

Bus Line Nearby \_\_\_\_\_

Bus Route Number \_\_\_\_\_

INITIALS:

Seller \_\_\_\_\_

Date \_\_\_\_\_

Seller \_\_\_\_\_

Date \_\_\_\_\_

Broker \_\_\_\_\_

Date \_\_\_\_\_

Listing Address: \_\_\_\_\_

LAG # \_\_\_\_\_

ROOM LOCATION

• Level (1) U for Upper M for Main L for Lower S for Split G for Garage

Entry	_____	Kit w/o Eating Space	_____	Family Room	_____
Living Room	_____	Master Bedroom	_____	Utility Room	_____
Dining Room	_____	Bonus Room	_____	Great Room	_____
Kit with Eating Space	_____	Den/Office	_____		

No. of Bedrooms U \_\_\_ M \_\_\_ L \_\_\_

No. of Full Baths U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

No. of 3/4 Baths U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

No. of 1/2 Baths U \_\_\_ M \_\_\_ L \_\_\_ G \_\_\_

REMARKS

**Marketing Remarks.** CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

**Confidential Broker-Only Remarks.** Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

INITIALS:

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Date